

INFORMATION AND INSTRUCTIONS

GENERAL:

Under the North Carolina National Guard Tuition Assistance Program (NC TAP), eligible NCNG members may be awarded monetary assistance for tuition and required fees for a career maximum of \$8,000.00 at any approved educational institution in North Carolina. Maximum award per academic year (1 July through 30 June) will be limited to \$2,000.00, which may be used in one academic period or as the applicant desires. Award may be decreased, at the program manager's discretion, due to budget constraints. Awards are made on a first-come, first-served basis until funds are depleted.

Required fees are those fees which are universally applied to all students attending the educational institution.

Based on approval of the application for tuition assistance by the Office of the Adjutant General of North Carolina (OTAGNC), an award letter is issued to the educational institution and serves as authority to invoice the OTAGNC for the amount specified in the award letter.

INSTRUCTIONS:

Applicant: Complete one application (OTAGNC Form 621-100) per term. Applicant is responsible for ensuring that all sections of the application are complete before submitting it to the OTAGNC-AGESO. Applicant's certification must be an original signature. Photocopied and/or faxed signatures are not acceptable. Application **must** be received by OTAGNC-AGESO no later than the last day of the late registration period during which the fund will be applied. Send completed application to: **North Carolina Army National Guard, ATTN: AGESO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410.**

Unit Commander: If "good standing" status changes, please notify the ESO so that the appropriate adjustments may be made to applicant's benefits.

Educational Institution: Tuition assistance request may be submitted in advance for future terms. Cost may be actual or projected. No legal obligations are incurred on projected costs.

APPLICANT'S CERTIFICATION

I certify that the information provided herein is correct to the best of my knowledge. I have read the provisions of OTAGNCR 621 -1 and understand that an award under the North Carolina National Guard Tuition Assistance Program is dependent upon the availability of state funds and a determination by the Adjutant General that the proposed academic program is in conformity with the intent of the NCNG Tuition Assistance Act and that all eligibility requirements have been satisfied.

I also understand and accept the conditions that "satisfactory participation" includes attendance during schedule IDT/AT periods with my unit, as well as my conforming to appearance standards and other standards established by regulations.

I understand that being deemed as an "unsatisfactory participant" may result in my having to refund all or part of assistance previously awarded to me. Additionally, no further awards will be made on my behalf until the determination has been reversed. Other situations which may result in my repaying all or part of monetary assistance include: 1) failure to satisfactorily complete course(s) for which assistance is applied, 2) voluntary withdrawal from courses for which assistance is applied, 3) and failure to meet service obligation with the North Carolina National Guard.

If my academic status changes, I will notify OTAGNC-AGESO and my NCNG Commander immediately. I authorize the educational institution to forward all of my grade reports to the OTAGNC-AGESO.

SEE SECTION I (ON REVERSE) FOR REQUIRED SIGNATURE